teaching and learning

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LEARNING
DEVELOPMENT
OFFICE

2492 W. Broadway

Local 397

concordia university

A NEWSLETTER FOR THE UNINITIATED

What is L.D.O.?

The Learning Development Office was created by the University in the Summer of 1973 as a response to faculty and student interest in improving the quality of university instruction. More specifically LDO's goals are: -to offer services and support to faculty in matters of course design, development and evaluation, to serve as a resouce center, providing literature, workshops, individual and group consultation to interested faculty members, students and administrators; -to support the development of educational research of own into areas that would be of use to Concordia; -to serve as a consulting service in the field of higher education.

Services

Evaluation Viewing evaluation as one of the major keys to instructional improvement, L.D.O. encourages and aids in the design and development of better educational measures. The office offers assistance with course evaluation both to individuals and departments.

Departmental Consultation We are able to consult with departments of faculty in any area that relates to the improvement of university teaching. These areas might include: course evaluation, administrative effectiveness, curriculum development, course design or team-building.

Individual Consultation The Teaching Development Service is our major resource in terms of individual consultation. This Service is based on a process created by The Clinic to Improve University Teaching at the University of Massachussetts and has been adapted by us to cater to the needs of Concordia faculty. The service includes comprehensive data collection on individual strengths and weaknesses in teaching and the opportunity to work with a trained

specialist on improvement strategies. This is a highly individualized and confidential service.

Learning Development Staff are also available for less intensive individual work on creating questionnaires, in-class observation and course design.

Improving Teaching Grants These grants give us the opportunity to encourage and support faculty in developing new skills in teaching. Applications for grants are mailed out regularly to all faculty, three times a year. The deadline for this term will be October 1, 1977.

Special Projects We consider any activity that is initiated by individuals or a group within the university and that invites our assistance as a special project. This to us, is some of our most exciting and [illegible].

The types of projects we have worked on recently include course redesign, a study of administrative effectiveness and the creation of a course drop survey.

Skill Training Courses We will be offering a six-week course in the Fall of 77 entitled "Discussion Groups as a Teaching Strategy". This will be the first time it has been offered to faculty of Concordia and depending on its success, could lead to further courses in areas such as "Setting Objectives", "Learning Theories", "Using Student Feedback" etc.

Workshops Our schedule in terms of workshops has not been fully worked out for this year. However, a few definites include -"Making Learning Work for You" -a workshop on learning styles -September 14, 1977, 3:30-4:30, Campus Centre, Conference Room I; and "Improving Instructional Effectiveness" a five day residential workshop to be held at the Lacolle Centre -April 30th to May 5th 1978.

Newsletters "Teaching and Learning" is a monthly publication issued during the academic year. Its purpose is to provide faculty with information on what's happening in higher education in North America and to report innovations at Concordia.

Newsletters are automatically sent to every faculty member on the Loyola campus. If you are not receiving a newsletter and would like to, give us a call and we will place you on our mailing list .

Library and Reading Room L.D.O. maintains a collection of books, journals and articles on educational innovation and related topics. There is a reading room available at 2492 W. Broadway in the L.D.O. office and is open for anyone wishing to spend time exploring the collection.

Outside Consultation The Learning Development Office has trained and skilled staff available to consult in the following fields: Organizational Development, Course Design, Learning Theories, Evaluation Systems, Interpersonal Growth, Faculty Development, Group Dynamics and Management Training. We are willing to work with individuals, groups or organizations in any of the above areas.

STAFF

Coordinator -Ron Smith (On Sabbatical)
Acting Coordinator -Bill Gilsdorf
Assistant Coordinator -Jane Magnan
Course Evaluation Manager -Katherine Will
Teaching Development Specialists:
Irene Devine
Gervase Bushe
Janet Tripp

We anticipate being in full swing by the middle of September. If you are interested in making use of our services this fall, let us know as soon as possible. You can contact us by phone at local 397 or by mail at 2492 W. Broadway.

We are looking forward to working with you in the upcoming academic year.

L.D.O. Staff